



BRP WM 01

Instructions and Supporting Materials

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Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Management

BRP WM 01

Permit Fact Sheet

1. What is the purpose of this permit?

This permit is an approval of a complete or partial transfer of the right to withdraw water in excess of 100,000 gallons per day.

Statutory and regulatory authority for this permit is stated at MGL Chapter 21G and at 310 CMR 36.09 for registrations and 36.36 for permits.

Note: This permit is now administered by the Office of Watershed Management, not the Division of Water Supply. As a result, the permit code number has changed, effective November 30, 1994, but all other aspects of these permits remain the same. BRP WM 01 was formerly BRP WS 01.

2. Who must apply?

Water Management permittees and/or registrants seeking to transfer water withdrawal registrations or permits must apply for DEP approval of the transfer at least 30 days before the transfer is to take place.

3. What other requirements should be considered when applying for this permit?

- a. What prerequisites should be considered before applying for this permit?

None.

- b. What concurrent applications are related to this permit?

Some permit transfers will also constitute permit amendments. Transfer and amendment applications can be submitted concurrently.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

The application fee is \$175.

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Location:

One copy of the transfer application must be sent to:

Department of Environmental Protection

Office of Watershed Management

Water Management Program

One Winter Street

Boston, MA 02108

Reserve Copy Location:

None required.



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Permit Fact Sheet

6. What are the timelines?

As of July 1, 1992, the timelines are:

	AC	T1	T2*
BRP WM 01	30	60	30

*(A second technical review will only be conducted if necessary).

There is no public comment period for this permit.

7. What is the annual compliance fee?

Current annual compliance fees can be found on the DEP Website at www.mass.gov/dep/files/permits/fees.htm. If you fail to pay the annual compliance fee, your permit could be suspended or revoked.

8. How long is this permit in effect?

Estimated registrations must be verified by January 1, 1993. Verified registrations are renewable on January 1, 1998, and every ten years thereafter. Permits are valid for up to 20 years depending upon the date of issuance and the river basin in which the withdrawal is located.

9. How can I avoid the most common mistakes made in applying for this permit?

- a. Complete all questions on the Transfer Application Form.
- b. Ensure that the holder of the permit and the proposed recipient sign a statement requesting the transfer and/or the Transfer Application Form.
- c. File the request at least 30 days prior to the proposed effective date of the transfer.
- d. Specify whether the transfer is for all or a portion of the registered or permitted volume.
- e. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, PO Box 4062, Boston, MA 02211.
- f. Submit application and one copy of the DEP Transmittal Form to: Department of Environmental Protection, Office of Watershed Management, Water Management Program, 9th Floor, Water Supply, Boston, MA 02108.

10. What are the regulations that apply to this permit? Where can I get copies?

These regulations include, but are not limited to:

- a. Water Management Act Regulations, 310 CMR 36.00.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore (in State House)
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103-1317
413-784-1376



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Management

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Application Completeness Checklist

- ☐ The DEP Transmittal Form is properly completed.
- ☐ All application questions have been completed on DEP Form BRP WS 01 and any required maps included.
- ☐ Application and/or a letter outlining the agreement between the current permit or registration holder and the transferee have been signed by both parties.
- ☐ One copy of the DEP Transmittal Form is attached to the application package. Send one copy of the package to:

Department of Environmental Protection
Office of Watershed Management
Water Management Program
One Winter Street
Boston, MA 02108

- ☐ Send fee of \$175 in the form of a check or money order made payable to Commonwealth of Massachusetts, long with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed
Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

Millbury Training Center
Route 20 Millbury, MA 01527
Telephone: (508) 368-5600
Fax: (508) 755-9253
Residuals Sludge Management
Telephone: (508) 368-5606
WWT Operator Certification
Telephone: (508) 368-5698

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Hawley
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamsburg
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



Acton
Ashburnham
Ashby
Athol
Auburn
Ayer
Barre
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Berlin
Blackstone
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Boylston
Brookfield

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Clinton
Douglas
Dudley
Dunstable
East Brookfield
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Gardner
Grafton
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Hopedale

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Hubbardston
Hudson
Holliston
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Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
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Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
Attleboro
Avon
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Brewster
Bridgewater
Brockton
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Fall River
Falmouth
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Hanson
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Lakeville
Mansfield
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Marshfield
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Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
1 Winter Street
Boston, MA 02108
Phone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



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Braintree
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Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Lynn
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
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Somerville
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Topsfield

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Wenham
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Winchester
Winthrop
Woburn



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Watershed Management

BRP WM 01

Water Management Permit and/or Registration Transfer

Transmittal Number _____

Facility ID# (if known) _____

A. Applicant Information

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Current permit and/or registration holder:

Name

Title

Mailing Address

City

State

Zip Code

Telephone

Contact Person

Telephone

2. Permit and/or registration transferee

Name

Title

Mailing Address

City

State

Zip Code

Telephone

Contact Person

Telephone

B. Permit and/or Registration Information

1. Permit or Registration Number: _____

2. Name of Basin where withdrawal is located: _____

3. Volume to be transferred: _____

4. For cranberry growers: acreage to be transferred: _____

5. Withdrawal point(s) to be transferred: _____



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BRP WM 01
Water Management Permit and/or Registration Transfer

Transmittal Number _____

Facility ID# (if known) _____

B. Permit and/or Registration Information (cont.)

*A Permit Transfer application that amends these permit provisions also requires that a Permit Amendment application be filed. Contact DEP Water Management at (617) 556-1077 for more information.

6. Will there be a change of use?* ☐ Yes ☐ No If yes, please describe:

7. Will there be a change of discharge point?* ☐ Yes ☐ No If yes, please describe:

8. Will there be a change in the number of days each year that the withdrawal will be made?* ☐ Yes ☐ No If yes, please describe:

9. Give the date the transfer is to take place:

_____ Date

C. Certification Statement

Note: If a letter of agreement, signed by both parties, stating the terms of the transfer has been forwarded to the Department or is included with this application, only one signature is required on the application.

I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to insure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Name of current holder

Signature of current holder

Position or Title

Date

Name of transferee

Signature of transferee

Position or Title

Date